



**Townsend Council Workshop Meeting Minutes**  
**March 24, 2021 @ 7:00 pm**  
**VIA CONFERENCE CALL**

Per the Governor's request, all scheduled meetings will be held via electronic means. Residents will be able to view documents posted to the meeting tab on the Town website at [www.townsend.delaware.gov](http://www.townsend.delaware.gov) or by joining the meeting via computer.

Those wishing to attend may dial 1(301)715-8592. When directed, provide following meeting ID 82764217575# and then the following password 361631# to enter the meeting.

If you choose to access the meeting online Join the online meeting:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3OT09>

- I. **Call to Order:** The meeting was called to order at 7:00 p.m. by Mayor McDonald.
- II. **Opening Ceremonies**
  - A. *Roll Call:*
    - a. The following Council and Staff were present with electronic access available for guests: Mayor T. McDonald, Councilman P. Miller, Councilman J. Mertz, Councilman E. Dugan, Councilman Lobdell, Town Manager A. Mangeri, Town Clerk A. Tantillo and Financial Officer J. Helms.
  - B. *Pledge of Allegiance:* Skipped for Electronic Meeting
  - C. *Recognition of Visitors:* Visitor's present were Lorraine Gorman and a resident from Townsend Village.
  - D. *Announcements:* None
- III. **Additions and Deletions to published Agenda:**
- IV. **Approval of Minutes**
  - A. Approval/ Rejection of Council Minutes from the March 3, 2021 Town Council Meeting: *CM Dugan motioned for the approval of the minutes as presented, CM Mertz seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Mertz-Yea, Miller-Yea)*
- V. **Mayor's Report:**
  - a. **ACTION ITEM:** A discussion and reading of the Mayor's Proclamation to proclaim Wednesday, March 24th, 2021 as "Mayor's Monarch Pledge Day" in the Town of Townsend.
    - i. Town Clerk Tantillo supplied a reading of the entirety of the Proclamation to proclaim Wednesday, March 24<sup>th</sup>, 2021 as "Mayor's Monarch Pledge Day".
    - ii. Mayor McDonald declared March 24<sup>th</sup>, 2021 as Mayor's Monarch Pledge Day and signed the proclamation.
- VI. **Reports**
  - A. State Police:
    - a. Council requests Lt. Lloyd to provide a March report at the next Town Council Meeting.
  - B. Town Attorney Fred Townsend III:
    - a. Mayor McDonald asked for a request to TA Townsend to provide guidance on the enforcement of the Town Ordinances and legal guidance on pursuing violations, enforcement and refusal of compliance of codes.
    - b. TM Mangeri has also shared that he will request the status of the dedication descriptions of the properties owned by MS Development, mostly looking at roads, sidewalks, and curbs.
  - C. Town Engineer Edwin Van-Otoo:
    - a. Council requests updates on Town Projects.

- b. CM Dugan shared that he would share information about a maintenance building and possible small building at the Town Park with Town Council. CM Dugan requested information from TE Van-Otoo regarding whether the Town needs sealed and stamped plans for the proposed buildings. TM Mangeri shared that depending on the cost of the project, the project may need to go out to bid. He will coordinate with CM Dugan and TE Van-Otoo to coordinate the project before going out to bid.

D. Town Manager Anthony S. Mangeri:

- a. A status update on the sidewalk project on Ginn Street near TVII.
  - i. TM Mangeri shared that he has reached out to Representative Spiegelman's Office regarding funding for the sidewalk project. He is working to coordinate this project with Representative Spiegelman's Office and finalize the contractor for the work, to receive the funding letter from Representative Spiegelman. Additionally, Senator Ennis is on board with supporting the project, so there should not be any cost to the Town.
- b. **ACTION ITEM:** A discussion and possible vote to approve the costs associated with the Town of Townsend Election, to be held on May 1st, 2021, including the costs for voting machines, two poll workers, and lunch for poll workers and staff working on Election Day.
  - i. TC Tantillo shared that Council has voted to approve the hiring of two poll workers to work the Town Election, which is scheduled for Saturday, May 1<sup>st</sup>, 2021, in addition to lunch for the poll workers and staff working. The pay for poll workers is \$100 each for the day, which is the same amount as years past.
  - i. The estimated budget of the Town Election includes the \$100 pay for each the two Poll workers, separate pay for the Town Clerk, plus \$75 each for two voting machines. Additional costs could potentially include securing a State Trooper to be present at the Election.
  - ii. *CM Mertz motioned for the approval of the pay for poll workers and costs associated with the election, CM Dugan seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Mertz-Yea, Miller-Yea)*
- c. **ACTION ITEM:** A discussion and possible vote to extend the contract with GFL/Waste Industries for municipal solid waste and recyclable collection for up to two years.
  - i. TM Mangeri shared that he has spoken with GFL regarding the contract for Municipal Waste Management, as the contract is up at the end of June. TM Mangeri shared that per the previous contract, this contract can be extended for up to an additional two years, to add years four and five to the contract. Tm Mangeri is currently negotiating the cost with GFL and will have a formal proposal to Council for next meeting. Per Council's request at previous Council meetings, TM Mangeri has requested GFL add costa for yard waste disposal to their proposal to manage yard waste, while attempting to not raise the cost, although there may be some additional fees associated with adding yard waste. TM Mangeri also shared that he has briefed Council on his negotiations thus far. Mayor McDonald asked if there would be language taken out of the new contract regarding raising prices after signing the contract. TM Mangeri shared that he has expressed to GFL that any contract would need to be a solid two-year contract with no provision for increase. The current contract has a clause which allows the rates to increase if costs of services substantially increase.

## VII. Committee Reports

- A. Finance: Chair Mayor Thomas McDonald - Co-Chair CM Edgar Dugan
  - a. Mayor McDonald requested the addition of a budget discussion at the April meeting. TM Mangeri shared that he and FO Helms will have a drafted budget ready for the April meeting.
- B. Human Resources: Chair CM Patrick Miller
  - a. TM Mangeri shared that there are not currently any candidates for the part time maintenance employee position.
- C. Public Works: Chair CM Edgar Dugan - Co-Chair CM Scott Lobdell
  - a. CM Dugan would like a discussion on the Town Park at the next Council meeting.
  - b. CM Dugan thanked Council, staff, and TM Mangeri for their assistance with preparing letters for the hedge row issues on the west side of TVI. CM Dugan hand delivered the letters and spoke to most residents regarding the preservation problem. CM Dugan also shared that this provided him with the opportunity to speak to residents about the park status.
  - c. CM Dugan also shared that he realized streetlights on Edgar Rd and Helen Drive are missing. He shared that TM Mangeri and Delmarva Power worked quickly to address the issue. The developer still owes the Town streetlights in the area and it is being resolved. CM Dugan and Delmarva Power are conducting an audit of this issue.
- D. Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan
  - a. An update on the 2020 Comprehensive Plan.
    - i. Skipped for next meeting.
    - ii. CM Lobdell also shared that an update on zoning ordinance changes will also be discussed at the next meeting.
  - b. CM Lobdell shared that the Planning Commission had the Townsend Acres Developer come to present a concept plan for a cursory review to allow the plan to move forward to the Board of Adjustment for variance requests. The Planning Commission made their comments on the items and TM Mangeri is working with the developer and engineer to make their variance request. This will be forthcoming to the Board of Adjustment and the development plans will be forthcoming to Council once the development plans go through the planning commission.
- E. Veterans Committee: Chair CM Patrick Miller - Co-Chair CM Joshua Mertz
  - a. An update and clarification on Delaware HB 12 regarding exemption from taxation of real property by veterans with 100% disability.
    - i. CM Miller shared that he would like to provide an update and clarification on Delaware HB 12 regarding exemption from taxation of real property by veterans with 100% disability.
  - b. A discussion on displaying the MIA/POW flag on municipal properties in coordination with 32 USC Section 902.
    - i. CM Miller shared that at the next Council meeting, he would like to have a discussion on displaying the MIA/POW flag on municipal properties in coordination with 36 USC Section 902. Additionally, he would like to propose a resolution for this item.
  - c. CM Mertz asked about the process of voting on a resolution. TM Mangeri shared that ordinances and resolutions are technically different. Ordinances require a reading followed by a vote at the following meeting, while resolutions require a posting on the agenda ahead of time, to be voted on and discussed at that meeting. Resolutions are typically of general order and ordinances are

to change the ordinances, codes, and laws of the municipality and are more permanent in nature.

F. Public Safety: Chair CM Patrick Miller - Co-Chair – CM Joshua Mertz

- a. **ACTION ITEM:** A discussion and possible vote to advertise for the position of a Police Chief, pending the availability of the position.
  - i. CM Miller requested TM Mangeri to elaborate on this item. TM Manger shared that the intent is to get permission from Council to advertise for the position of a Police Chief, in anticipation of an open position. This does not grant permission to hire for the position, just to advertise, with the statement that the advertisement is “in anticipation of” a position, and upon approval of Council. This will allow the Town to collect information on interested parties. The process of interviewing will be very long, as all of Council will need to meet for this and this needs to be advertised as a public meeting. This will allow the Town to find additional information as they go through the process.
  - ii. *CM Mertz made a motion to allow TM Mangeri to advertise for the position of a Police Chief, pending the availability of the position, CM Dugan seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Mertz-Yea, Miller-Yea)*
  - iii. TM Mangeri will coordinate with CM Miller to coordinate the advertisement.
- b. **ACTION ITEM:** A discussion relating to a stop sign on the South East corner of Ginn Street at Gray Street.
  - i. CM Miller shared that there is not currently a stop sign on the South East corner of Ginn Street at Gray Street, but there is currently one going in the opposite direction, coming towards Main St. This presents a safety issue and CM Miller would like to direct TM Mangeri to have a stop sign installed in this area.
  - ii. TM Mangeri is looking into the protocol and policy to add this Stop sign and whether an ordinance is needed for this. He will review with the Town Attorney and prepare what is necessary.
- c. CM Mertz would like an update on the Neighborhood Watch to be added to the next Council meeting. CM Mertz will also coordinate with TM Mangeri regarding the next Neighborhood Watch Meeting.

G. Community Relations: Chair CM Scott Lobdell - Co-Chair CM Joshua Mertz

- a. CM Lobdell would like to add a discussion about tentative dates for Town Events, going forward, pending the Pandemic.

H. Parks & Recreation: Chair CM Scott Lobdell - Co-Chair CM Patrick Miller

- a. CM Lobdell shared that he would like to discuss the Parks at the next Council meeting. He would like to have an informed discussion about this. TM Mangeri also shared that he will research the state requirements for opening the Park in accordance with State guidance on Parks. Some examples of the requirements are posting when the park is cleaned each day and cleaning the park each day among other requirements. TM Mangeri shared that these requirements would be similar to discussing how to open Town Hall back up for meetings, including social distancing, opening windows for ventilation, and providing the opportunity for those who cannot be there to participate in the meeting, by broadcasting the meeting. There are more rules behind the decisions than just deciding to open, so TM Mangeri would like to provide Council with all information to make an informed decision.

I. National Wildlife Federation Liaison: CM Joshua Mertz

- a. CM Mertz shared that he would talk with TM Mangeri and TC Tantillo to prepare a message on the website on how residents can build a butterfly garden and report it to the Town so that the Town can receive National Wildlife Federation credit for the butterfly gardens.

**VIII. Citizens Comments & Participation**

A resident from Townsend Village I shared her concerns about the Town Park not being open during the pandemic. She shared her concerns about the current mental health crisis with children during this time and the role the park plays in this. She shared that she would like to emphasize the impact of the pandemic on children and would like this to be a focus and would like to see if there are any opportunities to assist children. TM Mangeri encouraged the resident to reach out to him to discuss any opportunities or recommendations for activities the Town can hold while meeting the requirements. Additionally, TM Mangeri shared that children are welcome to play in the parks on the fields, as these areas are not closed. The resident shared that she would reach out to TM Mangeri and appreciates any opportunities they could provide. CM Mertz also encouraged residents to attend the next Council meeting as the Park will be an agenda item at the next meeting.

**IX. Adjournment**

Mayor and Council adjourned the meeting at 7:51pm.

Please note that this is a Council Workshop. The main function is to set the agenda and prepare for the next Town Council meeting. Some business may be conducted by Council if required. The agenda items as listed may not be considered in sequence. This agenda is subject to change to include the addition or deletion of items, including executive sessions.